

TESTIMONY GUIDELINES/FACT SHEET

(No.1 January 1998)

0572

NOTE: ALL testimony must be coordinated through the Office of Legislation.

Listed below are points that may be covered during testimony before a legislative committee. These guidelines may also be used in preparing a fact sheet.

NOTE: Testimony should always be brief, clear and concise. Make important points from CDF's viewpoint early in the testimony.

What is the position of the department, and why?

What does the bill do?

What constituency or group does the bill affect (industry, local government, employees, etc.)? Specify and explain.

Identify governmental entities (state, county, city, federal) that might be affected by this proposal.

Where possible, provide funding information for this proposal:

What is the funding source?

What level of funding would be needed? is the specific effect on CDF?

What programs are related to this proposal?

What is the source of funds?

What is the current level of funding?

What are the prospects for change in funding?

What is the current federal emphasis or state policy direction in this area?

What are the advantages and disadvantages of adopting this proposal?

What alternatives are available other than legislation? Give pros and cons for each.

Operational and legal problems foreseen for this proposal.

Prior legislative history, if known.

To your knowledge, has this idea been proposed before? If so, briefly describe the circumstances.

Other comments, expected opposition or support, etc. (If you have directives, memos, or other documents that are pertinent, attach copies to the fact sheet.)

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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